



Policy ... Staffing Issues

The Fun Factory is committed to placing the best interests of children's welfare, care and development at the centre of all staffing matters.

The Team Leader, in collaboration with the MD, will arrange regular staff meetings where all staff are able to discuss and contribute in a positive manner. The Team Leader should encourage staff to contribute to the development and quality of the programme of activities provided.

Members of staff are expected to conduct themselves at all time in a professional, courteous, helpful, warm and consistent manner. They are expected to display both knowledge and understanding of childcare issues and a commitment to treating all children as individuals and with equal concern and respect.

Members of staff will have regard for maintaining appropriate dress and personal appearance for working with children and with awareness of health and safety issues.

Terms and Conditions

- The Club is committed to promoting family friendly employment practises to help staff balance work and family commitments. The Club will make every effort to be flexible with staff and to promote harmonious working relations, through trade unions and other organisations.
- The Club will work with staff and their representatives to ensure that all employment legislation and regulations are abided by. In return, the Club expects honesty, loyalty and diligence from its staff.
- The written detail of employment contracts, including rates and levels of pay and other terms and conditions, are the responsibility of the MD.

Qualifications, Experience and Safety Checks

- The Team Leader and all staff (including students and volunteers) will be, or be willing to become, suitably qualified, have relevant experience and have undergone full DBS checks.
- The Fun Factory will not employ staff or volunteers that have been convicted of an offence or have been the subject of an order that disqualifies them from registration under regulations made under schedule 9A of the Children's Act 1989. Criminal record checks will be updated every three years.
- Any person who has not received enhanced DBS clearance, but is at our settings (such as a member of staff awaiting registration clearance) will not be left alone with a child.
- The Team Leader will have a vocationally rated Level 5 qualification, along with at least two years' experience of working in a child care / early years setting.

Standards of Behaviour

- Under no circumstances should any arguments or disagreements between members of staff occur in the presence of children or parents/carers.
- No smoking, alcohol or drug use is allowed on the Fun Factory's premises.
- No bullying, swearing, harassment or victimisation will be tolerated on the Fun Factory's premises.
- Offensive behaviour such as sexist or racist language or bullying / harassment will not be tolerated.
- All staff are expected to treat everyone respectfully at all times and inappropriate behaviour may lead to disciplinary action.

Staff to Children Ratios

The Fun Factory is conscious of the importance of maintaining adequate staff to child ratios, ensuring that children are cared for safely and given adequate attention and support. Staffing ratios will be as legally required. The Team Leader, in collaboration with the MD, will further ensure that suitable and sufficient contingency plans are in place to cover emergencies, unexpected staff absences, staff breaks, holidays and sickness.



Confidentiality

- Staff have a right to privacy, as do children and their parents/carers. Personal details should not be discussed except in exceptional circumstances.
- Staff will not talk about individual incidents or the behaviour of children in front of other parents/carers/children.
- Under no circumstances should staff provide any information about children to any branch of the media. All media enquiries should be passed in the first instance to the Manager.

Absences

- Staff should negotiate statutory annual leave with the Team Leader, in all cases giving as much notice as possible, but, as a minimum 1 week for each day required.
- If staff are unable to attend work due to illness or other medical condition, they must contact the Team Leader prior to the start of the working day.
- Staff should indicate why they are unable to attend work and when they expect to return.
- On returning to work, staff should complete a self-certification form for any sickness absence.
- For absences of longer than seven days, a doctor's certificate must be submitted.
- The Team Leader, in collaboration with the MD, will keep records of all sick-leave, other absences and lateness

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